

CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Daily, Monthly & Yearly Close Procedures

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Daily Close

The daily accounts receivable close process provides for the following:

- ✓ Automatic Posting of Room Charges
 - Posting to Patients Currently admitted based on room assignment.
 - Automatic Bed Charge Log Report – See Daily Archive
- ✓ A Daily Audit Trail of Activity Within Accounts Receivable for the day
 - Census reports
 - Charge reports
 - Receipt reports
 - Etc – See Daily Archive
- ✓ Automatic Posting of entries to the General Ledger
 - Revenue Entries based on daily activity
 - Audit Trail Report – See Daily Archive
 - Exception Report – See Daily Archive

Select this option to be prompted as follows:

```
Today's Date: 05/05/04

***** Entering Daily Close Date *****

- DAILY PROCESSING -

Enter closing date in MMDDCCYY format OR
press Enter to accept displayed date: 04232004 (04/23/2004)

Note: the date shown is the date of the last daily not
processed. Do not override this date without first
contacting CSS support. Overriding the date can cause
duplicate posting.

Enter date or <F4> to Quit

Version 5.1
```

Press F4 to exit the program and not process the daily.
Press Enter to accept the date display and process the daily.

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Daily Archive Reports

The daily archive reports option provides a central access point to historical reports created by the end of day process. Select this option to be prompted as follows:

Report Archive Menu options	05/05/2004
STARLAB	
Enter Tech # : _____	
Enter Password: _____	
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Enter the Tech #: **1**, and return and then the password and return. After the correct Tech # and Password have been entered the following screen will display.

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S T A R L A B M E N U S Report Archive Menu options	Date:05/05/04 Time:13:54:39
<pre>--- Review Arch --- 1. Daily Close Report Review</pre>	<pre>--- Main Menu --- RA Review Arch PA Print Arch FM File Maint SM System Mgr</pre>
Arrows Change Menus/Items F4Quit Enter Execute a Program	

Daily Close Report Review

To select this option, use the arrow keys and highlight **1. Daily Close Report Review**, or type in **RA** and **'1'**, then return. After the above option is chosen, the system will then prompt for the date and sequence number to be reviewed.

Show Archive Reports	Report Archive Menu options	05/05/2004
<pre>Enter date to be reviewed (MMDDYY): 060103__ Enter sequence number: 1</pre>		
<small>Sequence number is 1 unless Daily Close was run twice that day (C) Copyright 1999 by Custom Software Systems, Inc. All Rights Reserved.</small>		

****Note** Sequence number is 1 unless Daily Close was run twice that day.**
After the date and sequence number are keyed in the following screen will display to allow selection of the file system to be reviewed.

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After the system name has been selected, the following screen will display to allow selection of the file system to be reviewed.

Show Archive Reports	Report Archive Menu options	07/26/1999
Archive Reports Review		Page 01
<u>Program</u>	<u>Description</u>	
ABCD	Automatic Bed Charges	
ARGLRPTD	AR to GL Journal Detail Report	
BARD	Balance Activity Report	
BPRD	Out of Balance Report	
DADJD	Daily Adjustment Report	
DCHGD	Daily Charge Report	
DRECD	Daily Receipt Report	
DREFD	Daily Refund Report	
GLHOSD	General Ledger Report	
DETOARD	Order Entry Billing Charges	
PACRD	Inpatient Census Report-Alpha	
		(continued)
F5/F6 PageDn/Up Arrows Dn/Up F7 ReviewOff Enter Choose Select Report using the above keys		

Use the arrow keys up and down to highlight the report to review and return, or use the function keys; <F5> to move down a page at a time and <F6> to move up a page at a time, after report is highlighted, return to get into the report.

Once the report is displayed, the following options are available for movement within the report:

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```
Show Archive Prints          Report Archive Menu options          07/26/19

SHOW COMMANDS:
F1 Page Down
F2 Page Up
F3 Right 10 characters
F4 Left 10 characters
t Top of Report
b Bottom of Report
q Quit

Press Return to view report ...

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```

If it says this report was not run this day then verify if Daily was run for that day, if not, then run Daily and try again, if Daily was run and not showing call CSS Support.

When done reviewing the report type in 'Q', which will go back to previous menu to choose another report to review. When finished reviewing all reports for that system press <F7> on report review screen, this will go back to the system review screen. At this point, choose another system to review or press <F7> two times to go back to date and sequence number. If there is another date to review key in and enter, if not press <F4> to end.

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Print Daily Close Archive

See below, for a summary of the menu options available in **PA Print Arch**.

In this menu the user can print daily reports from the disk file. The user may choose what specific report[s] to print instead of having to print all the reports. This will save time and paper.

Highlight **PA 1. Print Daily Close Archive**, or type in **PA** return, then '1', then return.

S T A R L A B M E N U S Report Archive Menu options	Date:07/26/99 Time:16:44:03
--- Print Arch --- 1. Print Single Daily Close Reports 2. Print All Daily Close Reports for a Day	--- Main Menu --- RA Review Arch PA Print Arch FM File Maint SM System Mgr
Arrows Change Menus/Items F4 Quit Enter Execute a Program	

This will then bring up the following menu to start printing the Daily as shown on following page.

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Print Archive Reports	Report Archive Menu options	07/26/1999																								
<p>NOTE: These reports are 132 columns wide. Choose a printer with compressed print option.</p>	<p>Printer Selection: page 01</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Prtr</th> <th style="text-align: left;">Printer ID</th> <th style="text-align: left;">Printer Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>lp01</td> <td>Parallel Printer</td> </tr> <tr> <td>02</td> <td>lp01c</td> <td>Compressed Parallel</td> </tr> <tr> <td>03</td> <td>fct_mary</td> <td>mary's deskjet</td> </tr> <tr> <td>04</td> <td>fct_maryc</td> <td>mary's deskjet-comp</td> </tr> <tr style="background-color: black; color: white;"> <td>05</td> <td>fct_kimc</td> <td>Kim's printer 16cpi</td> </tr> <tr> <td>06</td> <td>fct_kim</td> <td>Kim's printer 10cpi</td> </tr> <tr> <td>99</td> <td>/vl/archive/prt</td> <td>Diskfile</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">End of Records</p>	Prtr	Printer ID	Printer Description	01	lp01	Parallel Printer	02	lp01c	Compressed Parallel	03	fct_mary	mary's deskjet	04	fct_maryc	mary's deskjet-comp	05	fct_kimc	Kim's printer 16cpi	06	fct_kim	Kim's printer 10cpi	99	/vl/archive/prt	Diskfile	
Prtr	Printer ID	Printer Description																								
01	lp01	Parallel Printer																								
02	lp01c	Compressed Parallel																								
03	fct_mary	mary's deskjet																								
04	fct_maryc	mary's deskjet-comp																								
05	fct_kimc	Kim's printer 16cpi																								
06	fct_kim	Kim's printer 10cpi																								
99	/vl/archive/prt	Diskfile																								
<p>F5/F6 Page On/Up Arrows On/Up Enter Choose Select Printer (1-2 digits): []</p>																										

Always go to **Compressed Parallel**, the Printer ID will have the 'c' after the numbers. Use the arrow key and highlight or type in the Printer number at the far left and return.

Then type in the date and sequence number to be printed as shown below.

Print Archive Reports	Report Archive Menu options	07/26/1999
<p>Enter date to be printed (MMDDYY): 072499__</p> <p>Enter sequence number: 1</p>		
<p>Sequence number is 1 unless Daily Close was run twice that day (C) Copyright 1999 by Custom Software Systems, Inc. All Rights Reserved. ></p>		

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Sequence number is 1 unless Daily Close was run twice that day

The following screen will appear. Choose the system name from which the reports need to be printed from and return.

Print Archive Reports	Report Archive Menu options	07/26/1999																		
Enter system to print/review:	<div style="border: 1px solid black; padding: 5px;"><p>Choose system name:</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">System Name</th><th style="text-align: left;">System Description</th></tr></thead><tbody><tr><td>clinic</td><td>Clinic Reports</td></tr><tr><td>gp</td><td>Geriatric/Psych</td></tr><tr><td>hh</td><td>Home Health</td></tr><tr style="background-color: black; color: white;"><td>hosp</td><td>Hospital Reports</td></tr><tr><td>nh</td><td>Paducah Nursing Home Reports</td></tr><tr><td>rh1</td><td>Rural Health 1</td></tr><tr><td>rh2</td><td>Rural Health 2</td></tr><tr><td>rh3</td><td>Rural Health 3</td></tr></tbody></table><p style="text-align: center;">End of Records</p></div>	System Name	System Description	clinic	Clinic Reports	gp	Geriatric/Psych	hh	Home Health	hosp	Hospital Reports	nh	Paducah Nursing Home Reports	rh1	Rural Health 1	rh2	Rural Health 2	rh3	Rural Health 3	
System Name	System Description																			
clinic	Clinic Reports																			
gp	Geriatric/Psych																			
hh	Home Health																			
hosp	Hospital Reports																			
nh	Paducah Nursing Home Reports																			
rh1	Rural Health 1																			
rh2	Rural Health 2																			
rh3	Rural Health 3																			
F5/F6 PageDn/Up Arrows Dn/Up F7 ReviewOff Enter Choose Select System name (1-10 chars): []																				

The next screen to come up will be Archive Reports Review to choose the report that needs to be printed, as shown below.

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Print Archive Reports	Report Archive Menu options	07/26/1999																								
Archive Reports Review Page 01																										
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Program</th><th style="text-align: left;">Description</th></tr></thead><tbody><tr><td>ABCD</td><td>Automatic Bed Charges</td></tr><tr><td>ARGLRPTD</td><td>AR to GL Journal Detail Report</td></tr><tr><td>BARD</td><td>Balance Activity Report</td></tr><tr><td>BPRD</td><td>Out of Balance Report</td></tr><tr><td>DADJD</td><td>Daily Adjustment Report</td></tr><tr><td>DCHGD</td><td>Daily Charge Report</td></tr><tr><td>DRECD</td><td>Daily Receipt Report</td></tr><tr><td>DREFD</td><td>Daily Refund Report</td></tr><tr><td>GLHOSD</td><td>General Ledger Report</td></tr><tr><td>OETOARD</td><td>Order Entry Billing Charges</td></tr><tr><td>PACRD</td><td>Inpatient Census Report-Alpha</td></tr></tbody></table> <p style="text-align: right;">(continued)</p>			Program	Description	ABCD	Automatic Bed Charges	ARGLRPTD	AR to GL Journal Detail Report	BARD	Balance Activity Report	BPRD	Out of Balance Report	DADJD	Daily Adjustment Report	DCHGD	Daily Charge Report	DRECD	Daily Receipt Report	DREFD	Daily Refund Report	GLHOSD	General Ledger Report	OETOARD	Order Entry Billing Charges	PACRD	Inpatient Census Report-Alpha
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PACRD	Inpatient Census Report-Alpha																									
F5/F6 Page On/Up Arrows On/Up F7 Review Off Enter Choose Select Report using the above keys																										

Highlight the report to print by using the arrow keys and return.
The report is now printing...

If other reports need to be printed just repeat the steps on the previous page.
When done running the reports needed just use the <F2> key and then the <F1>
key to get you back to the HIMS menu.

If all the reports need to be run then go to #2 – Print All Daily Close Reports for a
Day. See below.

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S T A R L A B M E N U S Report Archive Menu options	Date: 07/27/99 Time: 08:28:58
<p style="text-align: center;">--- Print Arch ---</p> <ol style="list-style-type: none">1. Print Single Daily Close Reports<li style="background-color: black; color: white; padding: 2px;">2. Print All Daily Close Reports for a Day	<p style="text-align: center;">--- Main Menu ---</p> RA Review Arch PA Print Arch FM File Maint SM System Mgr
Arrows Change Menus/Items F4 Quit Enter Execute a Program	

Then follow the same basic rules on how to run reports as shown on previous page for a Single Daily Close Report, except it will run all the reports instead of going thru and choosing which ones to print one at a time.

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File Maintenance

To view and see if Daily Close was done, go into **FM File Maintenance**. See below.

S T A R L A B M E N U S Report Archive Menu options	Date: 07/27/99 Time: 08:28:58
<pre>--- File Maint --- 1. Report Type Maintenance 2. Daily Close Directories 3. Daily Close Date-Hospital 4. Daily Close Date-Nursing Home 5. Daily Close Date-Clinic 6. Daily Close Date-Home Health 7. Daily Close Date-GeriPsych 8. Procedure/Diagnosis XREF for Medical Necessity 9. Daily Close Date-Rural Health Clinic 1 10. Daily Close Date-Rural Health Clinic 2 11. Daily Close Date-Rural Health Clinic 3</pre>	<pre>--- Main Menu --- RA Review Arch PA Print Arch FM File Maint SM System Mgr</pre>
Arrows Change Menus/Items F4 Quit Enter Execute a Program	

Highlight **FM** and the number to the left of what Daily Close report needs to be review and return.

This will show you:

- Who ran the Daily
- What date the Daily ran
- What time the Daily ran
- If the Daily was Valid or Invalid
- What reports processed

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Closing Dates File Function c change	Report Archive Menu options (N)ew (C)hange (D)elete (I)nquire	07/27/1999
01. Closing Date: [07/01/1999]	(MMDDCCYY)	
02. Sequence Number: [1]	Descending: 800092988	
03. Date Close done: [07/01/1999]	(MMDDCCYY)	
04. Time Close done: [23 11 00]	(HHMMSS)	
05. Who ran close: [george]		
06. Validity Flag: [U]	(U)alid or (I)nvalid	
Daily Close programs run:		
07. [abcd]	17. [drefd]	
08. [oetoard]	18. [bprd]	
09. [dextd]	19. [pdptd]	
10. [padtd]	20. [pfcds]	
11. [pacrd]	21. [glhosd]	
12. [pacrod]	22. [ddcrd]	
13. [pcsrđ]	23. [dpurged]	
14. [dchgd]	24. [bard]	
15. [drecđ]	25. []	
16. [dadjd]	26. []	
		<F7>ReviewOn
Commands: <F1>Help <F2>Write <F3>Cancel <F4>Abort _____		

The following options will need to be completed on the above menu to pull up the information needed.

01. Closing Date: [07011999] – then return
02. Sequence Number: [1] – then return

If the daily was run for that date and sequence number it will automatically bring up numbers 03-26 for review.

Please note number [06] Validity Flag:

- Valid – It was a Valid Daily run
- Invalid – The Daily was not run it was just viewed.

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System Manager

See the following for a summary of the menu options available in **SM – System Manager**.

```
          S T A R L A B   M E N U S          Date:07/27/99
          Report Archive Menu options       Time:09:39:26

--- System Mgr ---
 1. System Security File Maintenance
 2. User ID File Maintenance
 3. Program Security File Maintenance
 4. File Name Control Maintenance
 5. Menu File Maintenance
 6. System Printers File Maintenance
 7. Employees
 8. Help Files Maintenance
 9. Print and Clear Menu Log
10. Reprint Menu Log
11. HIMS/LAB Interface Patient Number Control

--- Main Menu ---
RA Review Arch
PA Print Arch
FM File Maint
SM System Mgr

ArrowsChange Menus/Items  F4Quit  EnterExecute a Program
```

Please note the following is a list of options which will be used by the user. The other options are for CSS Support only.

- 2. User ID File Maintenance
- 6. System Printers File Maintenance
- 7. Employees
- 9. Print and Clear Menu Log

All of the other menus in System Manager are for CSS when we need to log into your system and update information.

Go into #2 – User ID File Maintenance.

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User Id File Maintenance

Enter password and return. As shown below.

User ID Maint.	Report Archive Menu options	07/27/ 99
Enter Password: -----		
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Contact CSS Support, if the password has been lost or forgotten.

The screen on the following page will then come up.

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User ID Maint. Function n new	Report Archive Menu options (N)ew (C)hange (D)elete (I)nquire	07/27/ 99
<p>1. User Identification: [kat] (User's initials)</p> <p>2. Security Level: [500]</p> <p>3. STAT Capability [N] (Y/N)</p> <p>4. Release Capability [N] (Y/N)</p> <p>5. Password []</p>		
<p>Commands: <F1>Help <F2>Write <F3>Cancel <F4>Abort _____</p>		

Complete the following to setup users for access to the Archive.

Function ___ [N]ew [C]hange [D]elete [I]nquire
N – To add a New employee
C – To Change employee status
D – To Delete an employee
I - To Inquire if that employee is on the system

- #1 – User Identification [kat] (user's initials)
- #2 – Security level [500] (only use 500)
- #3 – STAT Capability [N] (Always use N)
- #4 – Release Capability [N] (Always use N)
- #5 – Password _____

*Enter user's specific password; the password is case sensitive so if lower case is used when keyed in then lower case will always need to be used.

*Also #1 User Identification: their initials must be the same as USER ID (field # 4 in employees) so employee password matches the employee number.

*Please note the password must be entered twice to verify it was typed correctly.

After complete use the function key <F2> to write that employee to the system. When done entering employees hit the <F4> twice.

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Employees

To add Employees to Archive.

Employee Maint. Function n new	Report Archive Menu options (N)ew (C)hange (D)elete (I)nquire (P)rint	07/27/1999
1. Employee number:	[01234]	
2. Name of employee:	[JANE DOE]	
3. Employee Department:	[BP]	
4. User ID:	[JLD]	
		<F7>ReviewOn
Commands: <F1>Help <F2>Write <F3>Cancel <F4>Abort _____		

1. Employee number: Use numbers up to 5 digits.
 2. Name of employee: Type in full name of employee.
 3. Employee Department: Department employee is in.
 4. User ID: Employee initials
- <F2> to write then <F4> three time to get back to HIMS menu.

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Print And Clear Log Menu

Run this report once a month.
Unless there is a need to see the log of program and accessed by each user,
print this file to a disk file.

See below on how to do this.

```
Menu Trans. Log          Report Archive Menu options          07/27/99
-----
Print menu log? (Y/N) Y

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```

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Once answer 'Y' the following prompt will then come up as shown below.

```

Menu Trans. Log          Report Archive Menu options          07/27/99
  
```

Printer Selection: page 01

Prtr	Printer ID	Printer Description
01	lp01	Parallel Printer
02	lp01c	Compressed Parallel
03	fct_mary	mary's deskjet
04	fct_maryc	mary's deskjet-comp
05	fct_kimc	Kim's printer 16cpi
06	fct_kim	Kim's printer 10cpi
99	/vl/archive/prt	Diskfile

End of Records

F5/F6 PageDn/Up Arrows Dn/Up Enter Choose
Select Printer (1-2 digits):[]

Choose a Compressed Printer unless it is to be sent to a disk file. Just type the number to the far left.

Once the printer has been chosen the report will automatically process and print.

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Batch Outpatient Discharge

Introduction

The purpose of the Batch Discharge and Batch Admissions program is to enable the user to discharge a group of recurring patients and transmit interim billings on these patients on a predetermined schedule (weekly, semi-monthly, monthly) as required by the hospital's billing preferences. The group of patients can then be batch re-admitted.

Recurring patients are defined as those patients who have a long-term length of stay which may be undetermined at the time of admission such as nursing home, home health, physical therapy, or speech therapy patients.

To initially set up these patients for interim billing, they must be admitted with an **Adm Type in Field 6** of the Admissions Record of "5" which determines they are recurring patients. If the patient is a nursing home or home health patient, they will be admitted as an Inpatient or Long Term Care recurring patient. If they are a Physical Therapy, Speech Therapy, or other type of outpatient, they must be admitted on the Inpatient Admissions Screen as an Outpatient. The following is an example of an Outpatient Physical Therapy Admission input on the Inpatient admission screen:

Enter Command or Field # : or 'WRT' to Write 'CAN' to Cancel	
* ADMISSIONS PROCEDURE *	
Patient # 1: 0022989	Adm Doc 21: 002
Pat. Name 2: ABELE, CAROL	Ref Doc 22: 003
Dte Admitted 3: 07/16/97	Atn Doc 23: 003
Tim Admitted 4: 11:26 A.M.	Employ Relat24: N
Adm Initials 5: JFH	Folder No. 25: 00000
Adm Type 6: 5 RECURRING	Adm Author# 26:
Adm Class 7: 1	Pre Admit 27: N
Adm Site 8: 2	Clinic No 28:
Adm Source 9: 1	
Adm Service 10: 1	VALID TYPES (For Field 6 "Adm Type")
Visit Code 11: Y	1 = EMERGENCY
Account Type12: 0	2 = URGENT
Patient Type13: O OUTPATIENT	3 = ELECTIVE
Primary Ins 14: 01	4 = NEWBORN
Second Ins 15: 02	5 = RECURRING
Third Ins 16: 00	9 = INFORMATION NOT AVAILABLE
Fourth Ins 17: 00	
Fifth Ins 18: 00	
Sixth Ins 19: 00	
Super Bill 20:	

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Charges for recurring patients can be posted on a daily basis but all charges for the billing span must be posted prior to batch discharge (i.e., if it has been determined that all recurring patients will be billed monthly, prior to batch discharging these patients, all charges should be posted through the last day of the month or a predetermined cut-off date.)

As long as a patient remains as a recurring patient they will be discharged on each billing cycle using the Batch Discharge program. However, when the patient is totally discharged from hospital care as a patient, they are then discharged using the normal discharge program. The purpose for this is, as long as the patient is being interim billed, the program will produce an interim bill type on the UB92. When the patient is released from hospital care and is no longer being treated, the normal discharge program will produce a final bill type on the UB92 for that patient.

Batch Discharge

To begin the Batch Discharge program, enter the Accounts Receivable menu and choose the option for Batch Discharge. The following prompt will display:

Are you sure you want to discharge the Nursing Home Patients? __

Answer "Y" at this prompt to begin the process of discharging recurring patients. Enter "N" if this program was accessed in error. NOTE: Although the prompt states "Nursing Home Patients," this program is for any recurring patient.

When the above prompt is answered with "Y," the following screen will be displayed:

Recurring Patient Discharge
Enter Selection: __
1. - IP
2. - OP
3. - LTC
4. - All Patients
E. - To Exit Program!

At the above prompt, enter either 1 for Inpatients, 2 for Outpatients, 3 for Long Term Care, 4 for All Patient Types, or E to End the program without processing Batch Discharge.

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After entering the patient type, the following screen will be displayed:

<u>Recurring Patient Discharge</u>
Select only recurring adm type?_

CAUTION: Always answer “Y” at the above prompt. Otherwise, all patients who are currently in-house will be discharged.

When the above prompt is answered with a “Y,” the following screen will appear:

Enter Date of Discharge : _____
Is Date Correct? (Y/N/E) : _

Enter the desired date of discharge to be billed through in MMDDYY format (i.e., July 31, 1997 would be entered as 073197.) If the date has been entered correctly, answer “Y” at the “Is Date Correct? (Y/N/E) prompt. If the date has been entered incorrectly, answer “N” at the prompt which will allow the date to be entered again. To End the batch discharge program without discharging any patients, enter “E” at this prompt.

When the above prompt is answered with a “Y,” the following message will display:

** Processing Please Wait **

Once processing has completed, the main menu will return to the screen and all recurring patients will have been discharged through the date which was input. These patients can now be extracted through the Third Party Filing process and billed according to the UB92 Extracting and Billing Documentation.

When patients are discharged using this program, they will automatically go into a Reviewed Status in the Patient Insurance record. Therefore, prior to billing the first time, verify that each account has a diagnosis input in Medical Records. After the first billing, the Medical Records diagnosis will be retained for each subsequent billing.

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NOTE: It is very important not to run the Batch Discharge program more than one time. When Batch Discharge is processed, it creates a temporary file which is used by the Batch Admissions program for readmitting patients. If the Batch Discharge program is processed more than one time in error, the second run deletes this temporary file and there will be no readmissions.

If there is a question about whether or not the program has been run, or run correctly, go to ASR "Account Status Review" for discharged patients in the Accounts Receivable menu and check to see if the accounts which were to be discharged have a record in ASR with the correct discharge date. PSR "Patient Stay Review" for in-house patients can be checked to see if the patients have an in-house stay for the correct admission date.

Batch Admission

To begin the Batch Admission program, enter the Accounts Receivable menu and choose the option for Batch Admission. The following prompt will display:

Are you sure you want to readmit the Nursing Home Patients? __

Answer "Y" at this prompt to begin the process of readmitting recurring patients. Enter "N" if this program was accessed in error. NOTE: Although the prompt states "Nursing Home Patients," this program is for any recurring patient.

When the above prompt is answered with "Y," the following screen will be displayed:

<u>NURSING HOME PATIENT ADMISSION</u>
Enter Date of Admission : _____
Is Date Correct? (Y/N/E) :

Enter the desired date of admission in MMDDYY format (i.e., August 1, 1997 would be entered as 080197.) If the date has been entered correctly, answer "Y" at the "Is Date Correct? (Y/N/E) prompt. If the date has been entered incorrectly, answer "N" at the prompt which will allow the date to be entered again. To End the batch admission program without readmitting any patients, enter "E" at this prompt.

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NOTE: Be sure the date of readmission is the day after the discharge date (i.e., if the discharge date was 07/31/97, the readmission date should be 08/01/97.)

When the above prompt is answered with a "Y," the following message will display:

** Processing Please Wait **

Once processing has completed, the main menu will display and all recurring patients will have been readmitted to the system for the admission date entered at the prompt.

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- ✓ Reset files that track month-to-date balances/totals and updates year-to-date accordingly. Examples include the procedure, inventory & department files.
 - ✓ Automatically process the ARA (Accounts Receivable Analysis) report.
-

To confirm if your facility has the most current procedure, please compare the menu selections on your system to the Options outlined on the following pages:

Important:

If your facility does not have the most current month end process, please follow prior documentation releases for the menu process outlined on your system.

To begin the month end process:

Make sure the last Daily of the month has been run and balanced and that a good backup tape was run and saved from the previous night. If there are specific reports that your auditors or administration require be run at month end, process those reports at this time.

Menu Selection Process – Close Month

- Option #1: Accounts Receivables
- Option # 7: Daily, Monthly or Yearly Close (Within the Accounts Receivable Main Menu)
- Zero Month-to-Date Totals (Version: 5.3)
Answer 'Y' to the prompt: 'Are You Sure'. IF you are not sure and do not want to Zero Month-to-Date totals, then answer "N".

Once the prompt has been answered the system will automatically start the process. When the process is completed the ARA will print.

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To process -- Last Months Reports follow the process below:

Menu Selection Process – Print Last Month Reports

- Option R: Report Generation (within the Accounts Receivable Main Menu)
- Option #4: Management Reports
- Option #3: Last Months Reports – Available reports include:

Print Bed File	LMPBED
Print Collection Company File	LMPCCO
Print Procedure File	LMPPRC
Print Inventory Master File	LMPIVM
Print Department File	LMPDPT
Print Insurance Company Files	LMPINS
Print Doctor's Revenue	LMPDCR
Print Service Revenue	LMPSCR
Print Physician Insurance	LMPPHINS

These files will be available to be printed at anytime until the next month-end process is run. Each time the month-end process is run, the previous month's reports will be overwritten by the current month's data.

Therefore, it is **VERY IMPORTANT** to run ALL reports within the *LAST MONTH'S REPORTS* **prior** to processing the next month-end close.

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Yearly Close

Overview

The most current release includes a streamlined year-End close process. In summary, this process performs the following functions:

- ✓ Reset files that track year-to-date balances accordingly.

To begin the year end process:

Make sure the last month end process has been run. If there are specific reports that your auditors or administration require be run at year-end, process those reports at this time.

Menu Selection Process – Close Year

- Option #1: Accounts Receivables
- Option # 7: Daily, Monthly or Yearly Close (Within the Accounts Receivable Main Menu)
- Zero Year-to-Date Totals
Answer 'Y' to the prompt: 'Are You Sure'. IF you are not sure and do not want to Zero Month-to-Date totals, then answer "N".

Once the prompt has been answered the system will automatically start the process.